

PRODUCTION RECORDS



DUAL PURPOSE



Management Tool

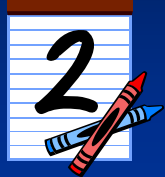
- **Helps forecast, plan, and determine quantity of menu items by providing a student acceptance history.**
- **Accurate production records can result in increased savings.**
- **Better menu planning can lead to greater student satisfaction, and hence, good participation.**



Management Tool (cont.)

- **Communicates your plans to your staff:**
 - What foods and recipes to use.
 - What portion sizes to serve.
 - What the food item contributes to the reimbursable meal.
 - Enables your staff to record needed information:
 - Actual quantities prepared.
 - Numbers served.
 - Leftovers and substitutions.

DUAL PURPOSE



Federal Regulation

As a compliance tool the production record serves as verification that:

- **The planned menu was prepared.**
- **All required food components were provided.**
- **The proper portion sizes were provided for the specific age/grade grouping.**

7 CFR §210.10(a)(1)(i)

(a) What are the general requirements?

(1) General nutrition requirements.

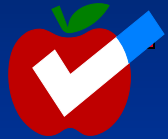
(i) Requirements for lunch. (...) Also, if schools use one of the food-based menu planning approaches, they must plan and produce at least enough food to offer each child the minimum quantities under the meal patterns.

7 CFR §210.10(a)(3)

(a) What are the general requirements?

(3) Production and menu records. Schools must keep production and menu records for the meals they produce. These records must show how the meals contribute to the required food components, food items or menu items every day. In addition, for lunches, these records must show how the lunches contribute to the nutrition standards(...) and the appropriate calorie and nutrient levels for the ages/grades of the children in the school (...) over the school week.

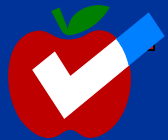
DOCUMENTATION FOR REIMBURSEMENT



Meals claimed for reimbursement must be supported by production records.



The records must include all foods offered as reimbursable meal items (whether a part of the meal or sold a la carte), as well as sandwich trimmings sack meals, salad bars, quick lines, satellite meals, condiment*, etc.



*Condiments placed after the point of sale do not have to be included for nutrient analysis, but provide good management information.

Production Record Format

Production records vary in format, but any successful record accomplishes two things:

1. It gives the staff information --- what foods and recipes to use, for example, and what portion sizes to serve.
2. It enables staff to record information such as actual quantities prepared and numbers served.

Essential Characteristics

- It is written.
- It is performed daily.
- It is menu driven.
- It is complete and accurate.
- It is current to the day of service.
- It is planned in advance to include the menu, as well as numbers and amounts to be served.

Key Items Needed If You Develop a Different Form:

- Indicate school name
- Indicate meal date
- Indicate meal served
- Menu Option Used (Traditional Food-Based, Enhanced or NuMenus)
- Food components including condiments
- Recipe or food product used
- Planned / projected number of portions and serving sizes for each age / grade group
- Planned/projected number of portions and serving sizes for adults
- Total amount of food prepared
- List leftovers and substitutions
- Actual number of a la carte sales
- Actual number of reimbursable meals served
- Actual number of non-reimbursable meals served

Menu item (or food item) used and form:



Listing this information is the first step in effectively communicating the menu to the staff.



Listing all food items is important to document that all five food items were planned.

Portion or Serving Size:

This information is important to communicate the correct portion size to be:

- ✓ served,
- ✓ planned, and
- ✓ prepared.

Note: The portion size served must be the same as planned. If the portion size is adjusted for age, a separate line should be used to indicate this.

Age or Grade Group(s):



Identify the age or grade group being served.

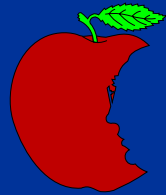


If a menu serves more than one age or grade group at a site, you may use one production record to show this, but notations for each age/grade group must be clear.

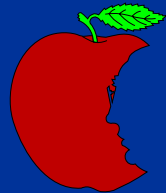


Adjusted portion sizes for age or grade groups specified must be shown for menu items, recipes, and products.

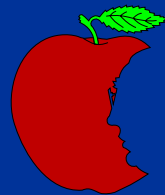
Age/Grade Groups for Traditional Food-Based Menu Planning are as Follows:



K-3



4-12



Optional: 7-12

NOTE

For nutrient analysis purposes, if only one grade group falls outside of the meal pattern grade groups, then the age/grade of the majority group is used for the nutrient analysis.

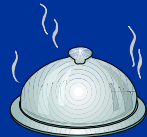
Example:

In a K-4 school, the nutrient analysis would be done using grade group K-3. However, Grade 4 portion sizes must be adequate for Grade 4.

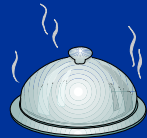
Total Projected Servings:

The menu planner also must forecast, or predict, the approximate number of servings needed for each menu item.

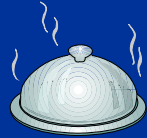
Projecting the number of servings for each age/grade grouping:



K-3

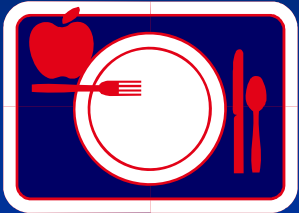


4-12

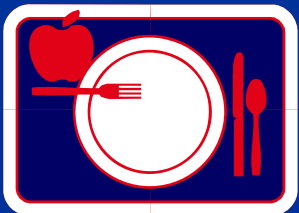


Optional: 7-12

NOTE



In menus that offer several different selections or with the Offer vs Serve provision, it is not necessary to plan and prepare portions of each menu item for each person.



Past production records (which must be kept on file) can help accurately forecast future production and menu planning figures for all menu planning options.

Recipe or Product



Indicate specific recipes and food products to be used.



It is critical to specify exact recipes and products.



If the preparer or server uses a different recipe or product than indicated by the menu planner, the food provided to the students may not necessarily meet the nutrient standard or meal requirements as planned.

Recipes



List the recipe number if it is a USDA quantity recipe.



Indicate any other standardized recipe books used with an assigned identifier.



Indicate if it is a local standardized recipe and the number that has been assigned to it.

NOTE



- Recipes will be needed for any menu item containing more than one ingredient.
- Theme bars also require recipes.
- To check for compliance with nutrition goals, copies of the recipes will be needed.

Standardized Recipes

A standardized recipe should include:

- 1.** Yield --- Including serving size and number of servings.
- 2.** All ingredients --- Including form, packing medium, and fat content.
- 3.** Correct measures --- Including measuring utensil, weights, and/or pack size.
- 4.** Preparation procedures --- Including specifics.

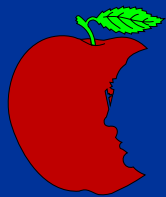
Processed Foods

List the brand name or manufacturer and code number.

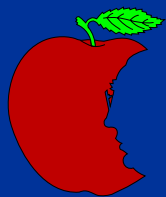
If you are using Traditional or Enhanced Food-Based Planning, you will need either:

1. a Child Nutrition (CN) Label; or,
2. a letter from the manufacturer which states the product and the food components to be credited to that product.

Amount of Food (or Purchase Units) Used:

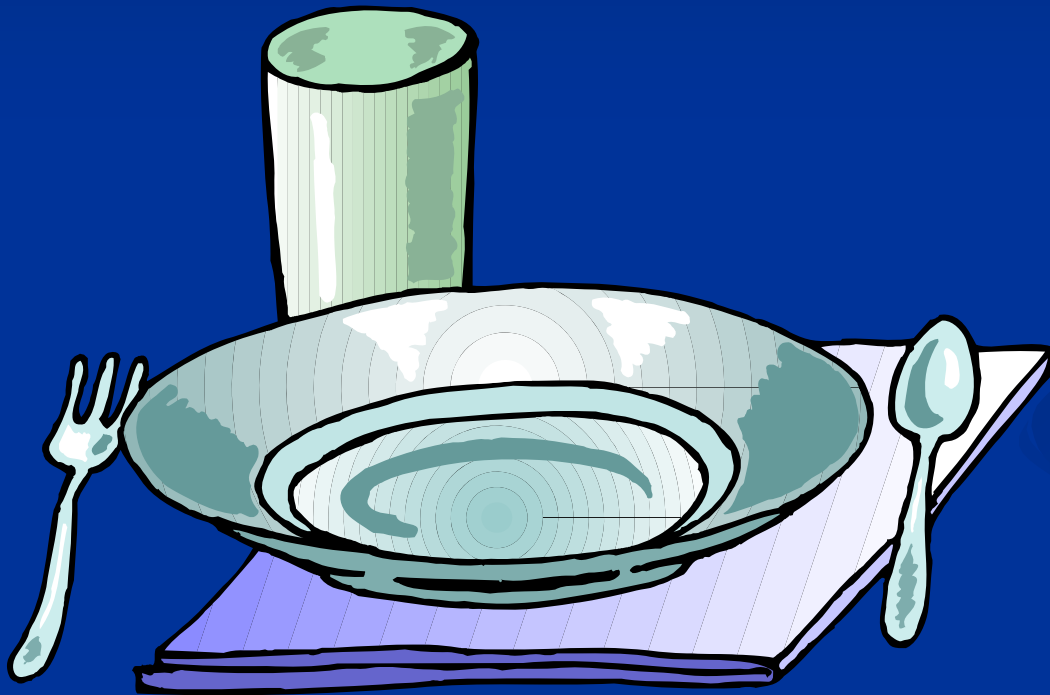


Site staff must keep records to verify that the planned menu was actually prepared and served.



Site staff record this information in a way that is appropriate for the food item.

Actual Servings



At the end of service, site staff must record the number of servings of each item that was actually served to student, to adults, and as a la carte sales.

Leftovers

- Once a meal is served, site staff record leftovers on the production record.
- Site staff may also indicate what is to be done with the leftovers.
- Tracking the source of leftovers is important.

Tools Needed for Completion

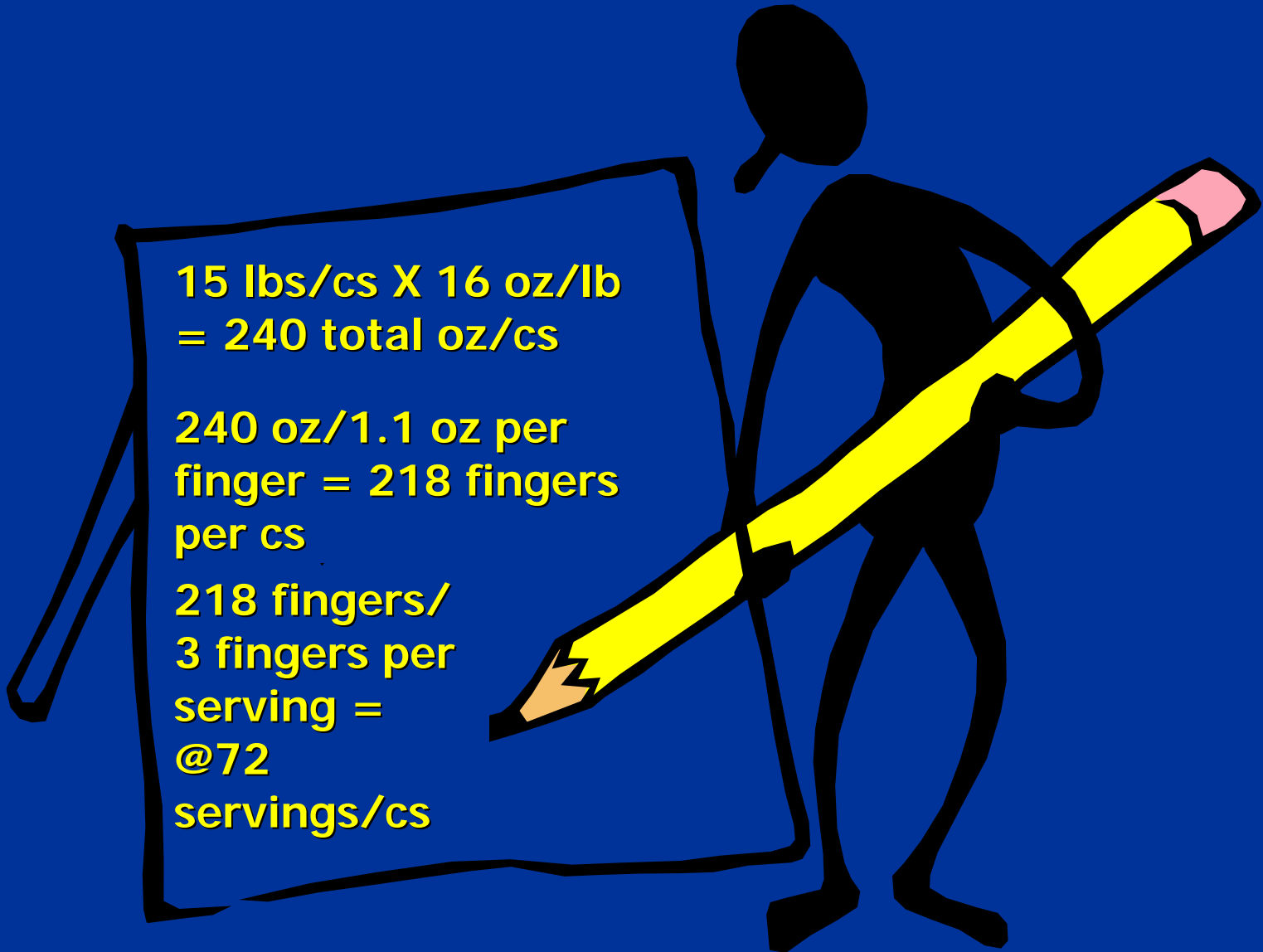
- Menu/Cycle Menus
- USDA Buying Guide
- USDA Recipes
- Local Standardized Recipes
- Merchandizing Manual
- A Menu Planner for Healthy School Meals
- A Tool Kit for Healthy School Meals
- Product Information Sheets
- Labels with Nutrition Information

Calculating Servings Per Case

15 lbs/cs X 16 oz/lb
= 240 total oz/cs

240 oz/1.1 oz per
finger = 218 fingers
per cs

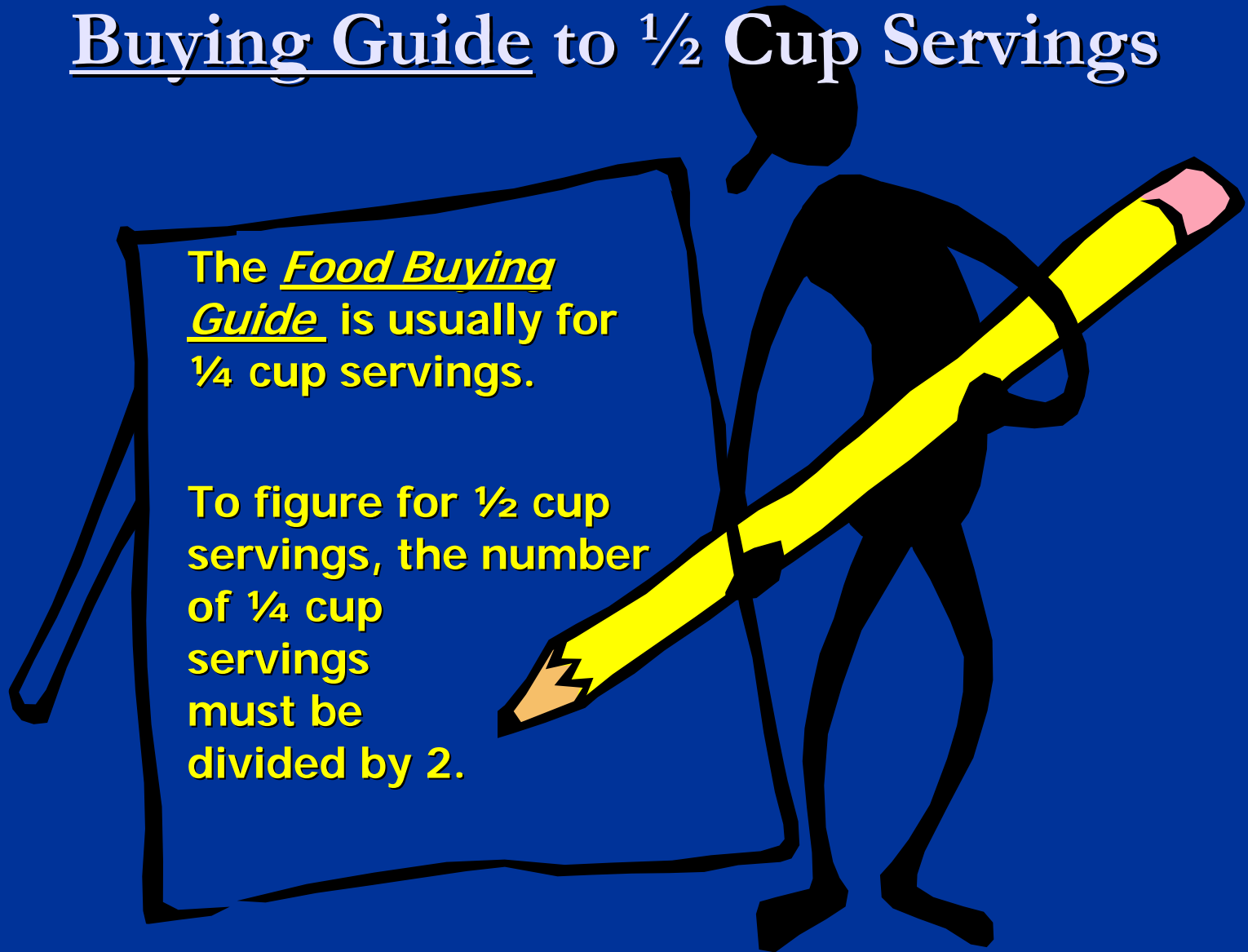
218 fingers/
3 fingers per
serving =
@72
servings/cs



Converting $\frac{1}{4}$ Cup Servings in the Food Buying Guide to $\frac{1}{2}$ Cup Servings

The Food Buying Guide is usually for $\frac{1}{4}$ cup servings.

To figure for $\frac{1}{2}$ cup servings, the number of $\frac{1}{4}$ cup servings must be divided by 2.



Calculating the Number of Purchase Units Needed

300 total planned
servings of chicken
fingers divided by 72
servings per case =
4.17 cases

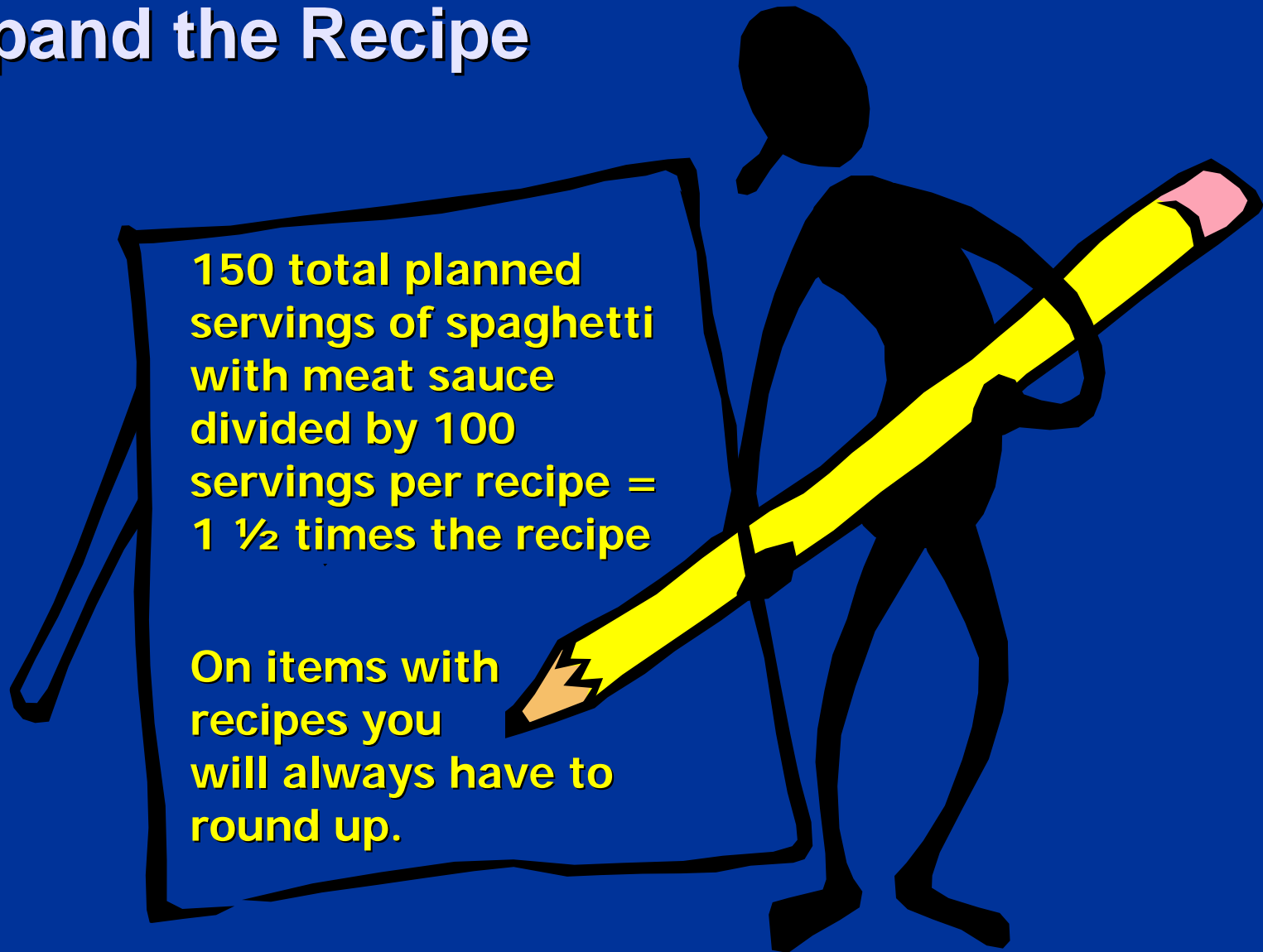
On items that are
batch cooked,
you may want
to plan on 4 cases.



Calculating How Many Times to Expand the Recipe

150 total planned
servings of spaghetti
with meat sauce
divided by 100
servings per recipe =
 $1 \frac{1}{2}$ times the recipe

On items with
recipes you
will always have to
round up.



Calculating Total Number of Servings Prepared

72 servings of
chicken fingers/case
X 4 cases prepared =
288 total servings

100 servings per
recipe of
Spaghetti X
1 ½ recipes
= 150 total servings

